



Attachment B

FOOD AND BEVERAGE AGREEMENT

Legacy HALL

4301 New Town Avenue
Williamsburg, VA 23188
757-259-5410

This **Food and Beverage Agreement** must be completed to serve food and/or alcoholic beverages in Legacy Hall. The form should be completed and returned with the **Reservation Agreement** to James City County Parks and Recreation, 5300 Palmer Lane, Suite 1A, Williamsburg, VA 23188. The applicant must read and abide by the Food and Beverage Policies and Procedures governing the use of the facility. For more information, please contact Parks and Recreation at 757-259-5410 or email joan.etchberger@jamescitycountyva.gov.

Applicant/User Information

Applicant/User Name: _____

Name of Organization (if applicable): _____

Name of Caterer (if applicable): _____

Caterer Telephone Number: _____

ABC License Information

The Applicant/User is responsible for posting their Banquet/ABC License in the Kitchen of Legacy Hall before the start of the event. A copy of the license must be forwarded to Parks and Recreation **at least seven days before the event**. For more information about a liquor license, please contact the ABC Commission at www.abc.state.va.us or visit their local office at:

Virginia Department of Alcoholic Beverage Control Commission

Visit

4907 West Mercury Blvd.
Hampton, VA 23666
Phone: 757-825-7830
Fax: 757-825-7884

Mailing Address

P.O. Box 5226
Newport News, VA 23605

Please carefully read the following statement before signing:

I have read and understand the Legacy Hall Policies and Procedures governing the use of the facility and understand that the refund of my security deposit is contingent upon my adherence to these policies and procedures. I agree to indemnify and hold harmless James City County, its agents and employees from liability for any and all liability or damages resulting from use of the property.

Applicant/User Signature: _____ Date: _____